

A GUIDE TO ETHICAL PRACTICES AND PROCEDURES FOR ISTEP+ TESTING

This guide is a quick way to reference the proper methods for test preparation, administration, interpretation, and use of results. It represents an abstract of the *Indiana Code of Ethical Testing Practices and Procedures*.

After the ISTEP+ test administration, state law requires release of ISTEP+ test items contained in the Applied Skills Book I test booklet for use in professional development, classroom instruction, or as a remediation tool. All other items contained within ISTEP+ are secure items and are not to be copied or used for instruction. Copying or sharing secure items in any form is a direct violation of the *Indiana Code of Ethical Testing Practices and Procedures*, in addition to violating federal and state copyright laws.

TEST PREPARATION FOR ISTEP+	Is This An Ethical Practice ?	
	YES	NO
Developing instructional objectives based on the Indiana Academic Standards.	X	
Making changes in instruction that enhance student skills, learning, and achievement.	X	
Training students in appropriate test-taking strategies.	X	
Motivating students to perform well on the assessment by talking to students, and their parents and teachers.	X	
Using released ISTEP+ items for professional development purposes, instructional purposes, and as examples in the classroom.	X	
Providing adequate notice of upcoming assessments to all concerned.	X	
Developing curricula or instructional objectives based on specific ISTEP+ items (except the released Applied Skills Book I).		X

Preparing student guides or classroom assessments that are based solely on specific items from ISTEP+, such that they may be considered a comparable or alternate form of the state assessment (except the released Applied Skills Book I).		X
Copying English/language arts or mathematics items from the assessment and using them for or incorporating them into language arts or mathematics instruction (except the released Applied Skills Book I).		X
Presenting items from any part of the test before test administration.		X
Making a copy of any portion of ISTEP+ for use in instructional planning, classroom instruction, or assessment (except the released Applied Skills Book I).		X
Sharing the actual ISTEP+ test with parents and teachers or in a public forum which is a violation of test security and could invalidate student results (except the released Applied Skills Book I).		X
Buying, developing, or promoting the use of any extensive test practice/preparation materials that serve as a parallel form of ISTEP+ or that may contain specific ISTEP+ items or tasks (except for the released Applied Skills Book I).		X

TEST ADMINISTRATION OF ISTEP+	Is This An Ethical Practice ?
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	YES	NO
Setting a testing schedule that provides students with the maximum amount of time allowable.	X	
Setting a testing schedule that provides make-up days for students who missed part of the assessment (not allowed for the GQE portion of the test).	X	
Reporting any violations of the required ISTEP+ test administration that might occur to the appropriate persons in the school corporation and the state assessment office.	X	
Providing students with the correct answer or suggesting to a student to reconsider an answer he or she has given.		X
Changing student responses in any fashion.		X

Allowing the use of a dictionary or thesaurus on the assessment.		X
Allowing the use of a calculator on all parts of the mathematics portions of ISTEP+ (including the non-calculator portions of the GQE) unless otherwise indicated as an accommodation.		X
Reading the reading comprehension portions of the ISTEP+ assessment to a student.		X
Failing to provide students with all allowable accommodations on the assessment as prescribed in an IEP/504 plan.		X
Allowing someone other than a certified teacher to administer the test (i.e., students, parents, aides).		X
Excluding, exempting, dismissing, sending on field trips or discouraging eligible, but lower performing students from participation in ISTEP+ testing.		X
Failing to return all ISTEP+ materials as required in the ISTEP+ Test Coordinator's Manual.		X
Knowingly deviating from the required administration procedures specified in the ISTEP+ Examiner's Manual.		X

INTERPRETATION AND USE OF ISTEP+ RESULTS	Is This An Ethical Practice ?
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	YES	NO
Helping identify strengths, weaknesses, and gaps in the curriculum so that future instruction can be improved.	X	
Providing counselors and teachers with the information needed to interpret results.	X	
Providing information about ISTEP+ test performance to the public, media, and local school boards.	X	
Using ISTEP+ results as part of a body of evidence in making educational decisions about individuals or programs.	X	
Retaining or promoting students solely on the basis of ISTEP+ results.		X
Evaluating teachers, schools, or corporations solely on the basis of ISTEP+ results.		X

Disclosing individual student results to someone other than the student's parent, guardian, or others not directly involved in the education of the student.		X
Using ISTEP+ results to provide a misleading picture of the school's or corporation's educational programs, instruction, or student population.		X
Deliberately hiding information or providing false or misleading interpretations of the ISTEP+ results.		X
Not reporting any misuses of ISTEP+ results to those responsible for the assessment process in the school, corporation, and state levels..		X
Not reporting the assessment results for all students.		X

In order to avoid unforeseen problems, you will want to make sure the following procedures take place.

- Test administrators should review the Fall 2000 ISTEP+ Examiner's Manual prior to giving the test.
- School personnel should be made aware of this document as well as the *Indiana Code of Ethical Testing Practices and Procedures* found in the Fall 2000 ISTEP+ Program Manual.
- Make sure all ISTEP+ test materials are kept in a securely locked location before, during and after test administration.
- Ensure that ISTEP+ is administered in a fair and accurate manner.
- Protect the rights of privacy and due process of all students tested.
- Avoid any conditions in the preparation and administration of the assessment that might invalidate the results.
- Be aware of which students have an IEP/504 Plan and provide all allowable accommodations described within.
- Test ALL eligible students.